

3-550 (MARCH 2002, REVISED MAY 2006)

U.S. Fish & Wildlife Service**Publications Approval Request and Control Document**

No final design or artwork will be done prior to approval.

To: Chief, Office of Public Affairs From: Rachel Penrod, Outreach Coordinator Date Submitted 9/21/09

Section A - Proposed Publication

| | | |
|--|--|---|
| 1. Title <i>Wildlife Without Borders Fact Sheet</i> ^{pkp} | | 2. Total Estimated Cost <i>\$230.00 varies</i> ^{pkp} |
| 3. Category <input checked="" type="checkbox"/> General Information <input type="checkbox"/> Scientific/Technical <input type="checkbox"/> Report/Plan <input type="checkbox"/> Newsletter <input type="checkbox"/> Other _____ | 4. Format <input type="checkbox"/> Brochure/Pamphlet <input type="checkbox"/> Book <input type="checkbox"/> Poster <input checked="" type="checkbox"/> Fact Sheet <input type="checkbox"/> Web Only <input type="checkbox"/> Other _____ | 2a. Estimated Design/Layout Cost <input checked="" type="checkbox"/> In-house/Staff _____ <input type="checkbox"/> Contract _____ |
| | | 2b. Estimated Printing Cost _____ |
| | | 2c. Funding <input checked="" type="checkbox"/> FWS <input type="checkbox"/> Other (specify entity & amount) _____ |
| | | |
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5. Current Status of Project? *Fact sheet is designed and in the process of review and update.*

Section B - Justification

1. Is the Secretary's name/signature to be used in this publication? ☐ Yes ☒ No (if yes, written approval is mandatory. See 314 DM 4.5)

2. Give objective/reason for publication*

To inform various audiences about the Wildlife Without Borders programs, including Species, Regional, and Global programs.

3. Is it integrated with other communication methods (check all boxes that apply)

☐ Video ☒ Internet ☐ Intranet
☒ Display ☐ Exhibit ☐ Other _____

4. Is it a cooperative effort with another federal agency, state/local agency, non-government or private entity?

☐ Yes ☒ No (If "yes" specify)*

5. Primary audience (be specific)*

Congress, the public, Service employees, NGO and in-country partners

Section C - Distribution

1. Have distribution and promotion plans been developed? ☒ Yes ☐ No (explain)*

2. Recommended sales ☐ Yes ☒ No (explain)*

3. Does the publication require mailing? ☐ Yes ☒ No

4. Will a mailing list be supplied? ☐ Yes ☒ No

5. In what format will the list be provided? (e.g., typewritten, adhesive labels, diskette) *InDesign and PDF*

6. Are there any special requirements? (e.g., first-class, fourth-class, Federal Express, inside delivery) *No*

7. Quantities for free distribution

DOI Employees _____ Stock _____
 General Public _____ Other _____
 Organizations _____ Libraries _____
 (Not Depository)

Total Copies *500 varies* ^{pkp}

8. Printing to be accomplished by:

☒ GPO - Washington, DC
☐ GPO - Region
☐ Other _____

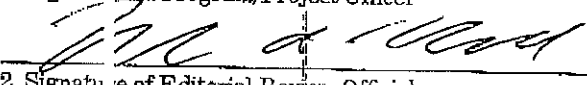
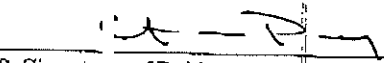

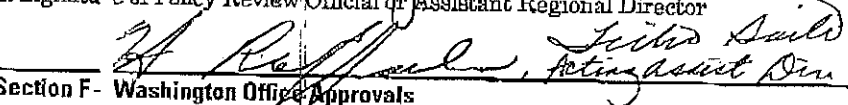
9. Estimated date to be printed *Within two weeks of AR*

*Attach additional sheets, if necessary

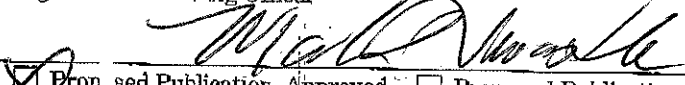
Section D - Format and Specifications

| | | | |
|--|--|----------------------------------|--------------------|
| 1. Size 8 1/2" x 11" | 2. Number of pages (2) front and back | 3. Number of illustrations 18 | 4. Binding none |
| 5. Paper stock Cover _____ Text _____ | 6. Inks (colors) Cover _____ Text _____ | | |

Section E - Responsible Individuals

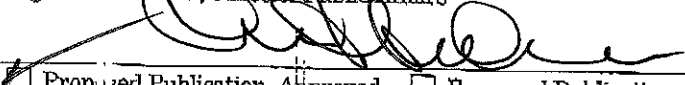
| | | |
|---|----------------|-----------------|
| 1. Signature of Program/Project Officer  | Phone x1894 | Date 9/21/09 |
| 2. Signature of Editorial Review Official  | Phone x2432 | Date 9-22-09 |
| 3. Signature of Publications Coordinator  | Phone x2564 | Date 9-21-09 |
| 4. Signature of Policy Review Official or Assistant Regional Director  202-208-393 | Phone 1767 | Date 9/21/09 |

Section F - Washington Office Approvals

| | |
|---|------------------|
| 1. Signature of Printing Officer  | Date 10/15/09 |
|---|------------------|

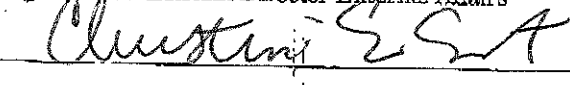
☒ Proposed Publication, Approved ☐ Proposed Publication, Approved, except as noted ☐ Proposed Publication Not approved

Comments:

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|--|------------------|
| 2. Signature of Chief, Office of Public Affairs  | Date 10-15-09 |
|--|------------------|

☒ Proposed Publication, Approved ☐ Proposed Publication, Approved, except as noted ☐ Proposed Publication Not approved

Comments:

| | |
|--|------------------|
| 3. Signature of Assistant Director External Affairs  | Date 10/15/09 |
|--|------------------|